



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

SENIOR PERSONNEL SPECIALIST

\$3,418 - \$4,155

**HUMAN RESOURCES MANAGEMENT DIVISION
SACRAMENTO**

RESPONSIBILITIES: Under the direction of the Personnel Supervisor, the Senior Personnel Specialist is responsible for independently performing the full range of duties associated with all transactions of Workers Compensation, Payroll, Benefits, Position Control and miscellaneous transactions. In addition, the incumbent must have the ability to perform a wide variety of difficult and complex duties within the personnel transactions field; interpret and apply personnel related laws, rules, policies, procedures, and bargaining contracts to personnel appointments, payroll, benefits, and attendance records. The incumbent must be organized, have the ability to perform well in a deadline oriented position, have good verbal and written communication skills, and be customer service oriented.

DESIRABLE QUALIFICATIONS:

- Must have technical knowledge of personnel transactions relating to workers compensation.
- Strong interpersonal skills.
- Ability to handle multiple priorities and a wide range of duties.
- Experience in performing extremely detailed work, including complex calculations, with a high degree of accuracy.
- Possess the ability to resolve complex problems over the telephone.
- Experience in working with HRIS Attendance Reporting System or possess the ability to learn and perform retrieval duties on an on-line computer system.
- Good computer skills with a working knowledge of Microsoft Office software.

WHO MAY APPLY: Applications will be accepted from current State employees at the Senior Personnel Specialist level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.***

APPLICATION PROCEDURE: Send a completed standard State of California application to Stephanie Brewer, Department of Insurance, Human Resources, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "Senior Personnel Specialist #191-1317-009" on the State application.** For additional information, please call (916) 492-3411.

FINAL FILING DATE: July 21, 2006 or Until Filled

NOTE: Interested individuals must submit applications in order to be considered for this position.

pb07/11/06

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.
